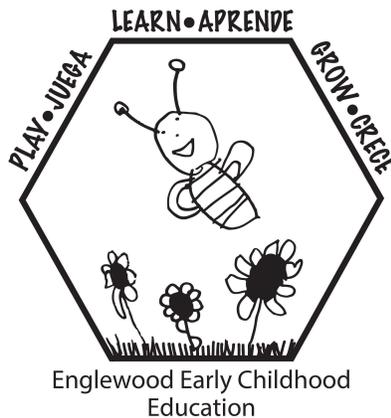


**ENGLEWOOD SCHOOLS**

**EARLY CHILDHOOD  
EDUCATION PROGRAM at  
MADDOX**



**FAMILY HANDBOOK**

Last Updated: October, 2021

Early Childhood Education Program at Maddox

3838 S. Huron St.

Englewood, CO 80110

**(303) 781-7585**

(303) 806-2535 fax

License # 85229

Mascot: Englewood Bees

Room Number: \_\_\_\_\_

Your Child's teacher:

\_\_\_\_\_

The Classroom Assistant:

\_\_\_\_\_

Others involved with your child:

\_\_\_\_\_

# Table of Contents

<b>ENGLEWOOD SCHOOLS</b>	<b>4</b>
Philosophy	7
Curriculum	7
<b>Information about the program</b>	
Screening	8
Enrollment	8
Funding	8
Arrival and Departure	9
Authorized Adults Allowed to Pick-Up	9
Attendance	10
Fees, Funding, and Tuition	11
Food Service	<a href="#">13</a>
Holiday Policy	13
Media Policy	14
Toileting Policy	14
<b>Health</b>	
The Golden Health Rule	14
Englewood ECE Illness Guidelines	14
Illness	17
Immunizations/Physical/Dental	18
Injuries and Accidents	18
Surgery or serious accident	18
Illness or minor accident	18
Allergies and Health History	19
Medication	19
Medications given at school	19
Lip Balm, Lotion, Hand soap	19
Sunscreen	19
<b>Child Abuse/ Neglect Reporting</b>	19
<b>What to bring and wear</b>	
Clothing	20
Foot Wear	20
Personal Belongings	20
Toys	21
Backpack	21
School Supplies	21

<b>Child Guidance (discipline philosophy)</b>	21
<b>Supervision of children</b>	22
Emergency Child Care	22
<b>Field Trips</b>	23
<b>Transportation</b>	23
<b>Extreme Weather</b>	
Snow or Inclement Weather Closure	23
<b>School and Family Partnership</b>	
Parent/Family Involvement	24
Family Services	24
Communication	24
Confidentiality	25
Home Visits	26
Parent/Family Conferences	26
Visitors	26
<b>Emergencies</b>	
Lost Child	27
Emergency Drills	27
Emergency Procedures	27
<b>School Information and Data</b>	28
<b>Process for if you have a concern</b>	28

## **Welcome to the Early Childhood Education Program!**

This handbook has been prepared to help you become familiar with the policies of the Englewood Schools Early Childhood Education (ECE) program at Maddox, including your responsibilities and opportunities for your involvement in the program.

Our goal is to provide the best possible early childhood education for your child and your family. If any of the policies or procedures are unclear, please feel free to contact me via telephone, email or in person.

Due to the COVID-19 pandemic, some of the policies in this handbook are significantly different than in previous years and are subject to change based on the most current research and guidance regarding COVID - 19 available to us. The ECE Return to School plan that highlights the pandemic-related changes may be viewed [here](#). This plan will be reviewed and revised as necessary during the school year.

Leigh Pytlinski

Principal/ Director of Englewood Early Childhood Education and Child Find

### **Englewood Schools' Mission Statement**

#### *Mission*

*Prepare all students for future success through learning, leading, engagement and action.*

#### *Vision*

*Graduating the leaders, thinkers and explorers of tomorrow.*

#### *Core Values*

*High Expectations*

*Accountability*

*Integrity*

*Respect*

*Community*

**Englewood Schools Non-Discrimination Policy: The Englewood School District does not discriminate on the basis of race, color, religion, national origin, sex, handicap, or age in its educational programs, activities, or employment practices. There is a grievance procedure for discrimination concerns. Inquiries concerning any of the above or Title IX and the Rehabilitation Act Regulations (504) should be directed to Personnel, 4101 South Bannock Street, Englewood, CO 80110; phone (303) 761-7050**

### **ABOUT ENGLEWOOD EARLY CHILDHOOD EDUCATION (ECE)**

The Englewood Schools ECE Program serves children with a variety of educational needs through preschool and childcare services, including children who are identified with special education needs. Our goal is to help each child develop a positive self-image, a positive attitude toward learning, and to support children’s social and educational development. All children participate in enriching activities based on the High/Scope Curriculum model with additional research-based programs used to supplement instruction so that we can best meet the academic and social-emotional needs of every child. The ECE Program utilizes funding from Head Start, Title I, Colorado Preschool Program (CPP), State and Federal Special Education Funds, Tuition, Colorado Childcare Assistance Program (CCAP), and In-Kind Support from the Englewood Schools and community. Services offered to children with disabilities or special education needs are in compliance with the Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA).

All services are provided in partnership with families and family participation is welcomed in every aspect of the program. We encourage families to visit the classrooms and to volunteer in any way that is comfortable for them.

The program is licensed by the Colorado Department of Human Services to serve children ages 2 ½ through 5 years, 11 months and is available to residents of the Englewood School District. Contact the Early Childhood Education office at (303) 781-7585 for specific eligibility information.

**Days and Hours of Operation**

ECE operates from August through May on the School Calendar Year.

<a href="#">Part Day Calendar</a>	Morning Session	8:15 - 11:30 a.m.	(Mon-Thurs)
	Afternoon Session	12:15 -3:30 p.m.	(Mon-Thurs)
<a href="#">Full Day Calendar</a>	Full Day Session	8:30 a.m. – 3:30 p.m.	(Mon-Fri)

Before and after school care is available for an additional charge. Please see the tuition contract for details. Drop in child care is not available.

Before school care: 7am – 8:30am

After school care: 3:30pm – 5pm

**MAIN OFFICE** is open 7:45 a.m. – 3:45 p.m. (Mon.-Fri.), School Calendar Year

### **ECE Mission Statement**

In partnership with families and the Englewood community, the Englewood ECE will provide and support high quality developmentally appropriate, comprehensive early childhood services which meet the social/emotional, physical, and educational needs of all preschool-age children and their families.

#### **Philosophy**

The Englewood Early Childhood program delivers integrated services in a play-based, developmentally appropriate manner to encourage a strong foundation for lifelong learning. We value and support the role of the parents/guardians as partners in their child's educational development. Each classroom consists of children who vary in age, developmental level, strengths and needs. Every child will be warmly received as an individual with unique needs and interests.

#### **Curriculum**

The curriculum, instruction and assessment adopted by the Englewood ECE program at Maddox meets all the standards outlined in the Colorado Early Learning and Development Guidelines, the Colorado Department of Education Academic Standards and School Readiness Criteria, and the Head Start Learning Outcomes. The High/Scope curriculum model guides us as we plan and implement the preschool/child care program. It emphasizes the process of learning. The curriculum adapts to children with a wide range of abilities and builds on their strengths and interests. It is a "hands-on" program with a focus on active involvement. We supplement High/Scope with other resources to ensure that we are fully preparing students for kindergarten.

Our goals are to:

1. Develop each child's language, literacy, cognitive, social, emotional and physical skills.
2. Give each child the opportunity to learn through creative play and critical thinking.
3. Encourage each child to be self-directed.
4. Involve each child in activities designed to develop the whole child.
5. Allow each child to explore, experiment, discover, problem solve and make choices.
6. Motivate each child to express ideas and emotions in an appropriate way.
7. Provide each child with tools and materials required for maximizing learning opportunities both academically and socially.

Decades of research has revealed that young children learn best through play so our instruction happens predominantly while children are engaging in play-based activities with their peers. In order to teach children to make choices and plan, and to follow through on their plans, as well as to provide organization and structure, the classrooms are divided into distinct learning centers. These centers include art, blocks, pretend play, computer, books, science, and manipulatives. Each center is clearly labeled with both the printed word and pictures. Materials within each center are also labeled with pictures and print to assist children in early literacy skills and independence while locating and replacing items. Children

follow a consistent daily routine. Parents receive a weekly plan which identifies activities and skills to be incorporated into each day.

The Englewood Early Childhood Education Program has adopted the PBIS (Positive Behavior Support) philosophy when educating young children about appropriate behavior. PBIS is a systems approach that enhances the capacity of schools to educate all students, especially students with challenging social behaviors, by establishing (a) clear outcomes related to social behavior, (b) systems that support staff effort, (c) practices and supports student success, and (d) data utilization that guide decision making. The PBIS Approach has been adopted throughout the Englewood School District and vertically aligns with the philosophy within the elementary schools. The Second Step curriculum is used to directly teach social skills, with supplemental materials from the Pyramid Approach and ECE CARES.

### Englewood Early Childhood Education Beliefs

We are an educational community who—

- *Accepts all children as they are today,*
- *Believes every child has the right to learn,*
- *Takes time to reflect and connect,*
- *Works together to positively support everyone,*
- *Grows and learns as part of life's journey.*

So that all students—

- *Experience wonderment,*
- *Sustain physically active learning,*
- *Learn to work together (collaborate),*
- *Think and make connections to their world,*
- *Develop a strong Social Emotional foundation,*
- *Grow in readiness for kindergarten in Literacy, Math, and 21<sup>st</sup> Century skills,*
- *Are accepted and safe to learn.*

Collaborating with all our families who—

- *All have good intentions,*
- *Know their child best, as the first and primary teacher,*
- *Are wonderfully diverse,*
- *Bring unique family cultures, beliefs, routines, and traditions that are valuable.*

# Information About the Program

## Screening

The ECE screening is the first step in our enrollment process. All children and families participate in a screening prior to enrollment in the ECE Program. The screening consists of a vision and hearing screen, a review of immunization and health history, a developmental play-based screening, and a parent interview. The information gathered during the screening is used to determine eligibility for funded (free) preschool, and to discuss potential needs or services that might support student and family success.

## Enrollment

Upon enrollment into the ECE Program, registration paperwork must be completed. All students must have completed registration paperwork on file in addition to a copy of their birth certificate, a current physical and dental exam, immunization records, and proof of residency (required for some funding sources). Please note that all children must have a current physical on file in order to start preschool and on an annual basis thereafter. Please see the **Immunization/Physical** section for additional information. New enrollment/registration information must be completed at the beginning of each school year.

## Funding

The ECE Program utilizes funding from tuition, Head Start, Title I, Colorado Preschool Program (CPP), state and federal Special Education Funds, and Colorado Child Care Assistance Program. Each funding source has its own set of eligibility criteria and placement in full or part day programming may be dictated by the funding source for which the child is eligible. All students who accept funded slots are expected to attend at least 85% of the sessions for which they are funded.

## Arrival and Departure -

**Licensing requires that parents/guardians, or their adult designee** (see authorized adults to pick-up) **sign children in and out on a daily basis.** Children riding the school bus will be signed in and out upon arrival and dismissal.

Effective 9/1/2020, preschool students will enter the school through their mudroom doors.

The sign in/ out is also used to ensure all children are accounted for upon closing. The closing procedure includes checking all rooms and physical space as well as sign out before staff leaves for the day.

### Arrival Time

Part day students arrive between 8:15am and 8:30am.

Full day students arrive between 8:30am and 8:45am

### Arrival Procedure

Effective 9/1/2020, children will be dropped off and signed in at the mudroom door outside their classroom at their designated time.

Meals will be served in the classroom within 30 minutes of arrival.

**Children who arrive after 9am, (or 12:30pm) will be marked as tardy.** Tardy families will ring the front doorbell, and a staff member will perform the wellness check, in the vestibule. The family member will be required to sign the student in and remain with the student until an ECE employee is available to walk the child to his or her classroom. Excessive tardiness may result in loss of funded preschool spots or withdrawal from the ECE program.

Before school care is provided for \$7.50 per day for families who have enrolled in the before or after school program. Students can be dropped off at before school care between 7a.m. and 8:25a.m.

### Departure Time

Part Day Departure Time: 11:15am - 11:30am or 3:15pm - 3:30pm

Full Day Departure Time: 3:15pm - 3:30pm

All students need to be picked up by their end time. After school care is provided for families who have enrolled in it for \$7.50 per day.

### Departure Procedure

Effective 8/16/2021, students will be picked up from their classrooms using the interior doors. Parents, guardians or authorized adults will enter and exit the building using the main entrance. They will sign the student out in their classroom and assume responsibility for the child.

### Authorized Adults Allowed to Pick-Up

A list of persons authorized to pick up a child is kept in each child's folder. **Individuals authorized by parents/guardians to pick up children from preschool, must be at least 18 years of age. Photo identification must be available upon request.** IF A CHILD IS TO BE PICKED UP BY SOMEONE OTHER THAN AN AUTHORIZED PERSON LISTED ON THE CHILD'S RELEASE FORM, THE SCHOOL MUST BE NOTIFIED IN ADVANCE BY THE PARENT OR GUARDIAN. Please inform the school immediately of any changes. **Staff cannot prevent a parent/legal guardian from picking up their child unless a restraining order is on file at the school office.**

Parents/guardians must notify the school when an emergency prevents them from picking up their child on time. In the case of an emergency, parents/guardians need to make arrangements for an authorized adult to pick the child up from school or the bus stop.

If a child is not picked up from class or the bus stop at their scheduled time, a \$15 Late Pick Up fee will be charged and the child will be taken to after school care. In cases when children are not picked up, every attempt is made to contact parents /guardians and/or persons listed as emergency contacts. When we are unable to reach either the parents or an emergency phone number within one hour after school dismissal or one-half hour after the close of the child care program, we have no choice but to call the Englewood Police Department. Children will be provided with a snack and an activity and taken to the Police Station. Arapahoe County Social Services will be called. Please see the Transportation Sections for additional information for children riding the school bus.

## Attendance

If it becomes necessary for a child to miss school, please call to report his/her absence. Please limit absences to illness and family emergencies only. The attendance number is **303-806-2483**. If a child is not in attendance or reported as absent, the family will receive a call from the main office. If the child is absent without a call for two days, the classroom teacher will make contact with the family. If we are unable to make contact after multiple attempts, a welfare check-in may be requested to ensure the safety of the student and family.

Students attending Englewood ECE through state or federal funding need to attend regularly (at least 85% of the time). Because there are a limited number of spaces available in the program, repeated absences or tardiness may result in your child's exclusion or withdrawal from the program.

### **Withdrawal/Termination from Preschool**

Parents/guardians must notify the preschool of any changes in address or phone numbers. Parents/guardians must notify the preschool if they will be withdrawing their child from preschool/childcare at any point during the year and must complete the Englewood Schools Withdrawal form. **Please call the main office at 303-781-7585.**

Termination or Temporary Exclusion from preschool may result in the following situations:

- Enrollment of a student can be terminated due to non-attendance, inconsistent attendance or excessive tardiness
- Non-payment of tuition or late fees
- Lack of current physical exam or immunizations on file.

Parents/guardians will be notified in writing of termination or temporary exclusion.

## Fees, Funding, and Tuition

### **Tuition:**

During the screening process, all families are considered for eligibility for tuition assistance based on multiple criteria. When a family does not qualify for funding, tuition-based spots are available in both the part-day and full day preschool program. Annual tuition is divided into ten, equal monthly payments. Tuition is due by the 15th of each month in order to allow families to divide tuition into two payments. Tuition will be invoiced and charged electronically through the Parent Portal of Infinite Campus. Please see the school secretary if you need your Parent Portal credentials.

A late fee of \$5 per day will be charged to accounts that are not paid by the 20<sup>th</sup> day of each month. A fee of \$30 will be applied to any transactions returned for Non Sufficient Funds.

**Enrollment cannot continue if payment is not received. Non-payment of tuition will result in temporary exclusion or termination.**

If you have questions regarding your bill, please contact the ECE Office at 303-806-2522.

The tuition rates are as follows:

**Part Day Preschool:** AM or PM class \$3,500 per year  
(\$350.00 per month)

**Full Day Childcare/Preschool:**  
8:30-3:30 M-F with Part-Day funded spot \$3,500 per year  
(\$350 per month)

8:30-3:30 M-F without funding \$6,900 per year  
(\$690 per month)

**Before school care** (7am – 8:30am) \$7.50 per day

**After school care** (3:30pm – 5pm) \$7.50 per day

Staff Development Day Care - please see the front office for dates and details.

For children enrolled on a tuition basis, a *Tuition Contract* must be signed by the child's parent or guardian.

### **Tuition assistance/ funding**

Tuition is provided for children who meet the qualification criteria for any of the following programs: Head Start, Colorado Preschool Program (CPP), ECARE, and Special Education. Allocation of funding (part-day or full day) is based on the program(s) for which the student meets the eligibility criteria. Eligibility for a part day funded preschool spot may offset the cost of full-day childcare tuition. It is also possible for funding sources to be combined in order to fund full-day preschool. For example, a family whose student qualifies for part-day CPP funding may pay tuition for the remainder of the day, or a family whose student has an IEP and qualifies for CPP may combine the two funding sources to cover the cost of tuition. Please be aware that funding for preschool is available only during the regular school year (August - May).

### **Colorado Child Care Assistance Program (CCAP)**

Families who access the Colorado Child Care Assistance Program (CCAP) will be responsible for the CCCAP co-pay according to the details of their Child Care Authorization Certificate provided by the Department of Human Services for the Colorado Child Care Assistance Program. Families will be required to sign children in and out of the CCAP system daily.

### **Funding for Meals**

All students who attend Englewood ECE receive meals without a cost to the family. Children attending morning preschool will be served breakfast. Children attending afternoon preschool will be served lunch. Children attending our full day preschool will be served breakfast and lunch. An afternoon snack will be served to students who attend preschool beyond 3:30 pm. Families are always welcome to send a healthy meal with their child instead of accessing the school meal.

Families are encouraged to apply for free or reduced meal rates through Infinite Campus or using a paper copy of the application which is available through the front office. A Free/Reduced Meal application must be completed every year to determine eligibility. We ask that all families fill out a Meal Application, even if you do not think that you will qualify for free or reduced meals because this data allows us to continue to provide meals for all children regardless of family income.

The costs of meals are as follows:

**Breakfast:** Free

**Lunch:** Free

### **Food Service**

Mealtimes are a planned part of each day that children are expected to participate in. The Early Childhood Education Program will meet the nutritional needs for that part of the day, which the child spends in school by providing breakfast, lunch and afternoon snack. Breakfast and lunch are planned and prepared by the District Food Service and all food is served within two hours of delivery to the classroom. Monthly menus are available online at <https://englewoodeats.com> and are posted in each of the classrooms.

**Parents/guardians may access the district meal or send in a healthy breakfast or lunch with their child.**

**Any meal sent from home must be clearly marked with your child's name and meet the nutritional requirements for that meal as outlined by federal guidelines.** If you send breakfast or lunch for your child, we require that you send only nutritious foods. Do not send soda pop, candy or other snack foods with high sugar, salt or fat content.

### **Food Allergies**

If a child has food allergies or special dietary needs, it is the parent/guardian's responsibility to notify the ECE health office and your child's classroom teacher as soon as possible. If your child

has a severe allergy, please contact the ECE health assistant for an Allergy/Anaphylaxis plan which is required to have an epinephrine pen at school. Please be aware that a Medical Statement for Meal Modification form is required for food service to provide substitutions or modifications to meals. This form must be completed by both parent and health care provider with prescriptive authority. If the dietary restriction is a personal or religious preference rather than a medical requirement, the family will need to provide substitutions as needed.

### **Family Supplied Snacks or Treats**

Families may provide food for their own children. No food may be brought into the school for celebrations or to be shared with other students.

### **Englewood Schools Wellness Policy**

Please see Appendix C for the full Wellness Policy

Schools across the United States are turning more of their attention toward health and wellness. Unfortunately, many wellness initiatives fail or are unpopular because they focus on the negative side of health: taking things away. Englewood Schools chooses a different approach: **improving wellness by ADDITION, not subtraction!**

*If treats, such as cupcakes, are given to your student 22 times per year, your student will gain 5 pounds over the course of five years from treats alone. If you take into account candy rewards and other celebrations throughout the year where students have access to sugary, processed foods, then your student can gain 2-3 pounds PER YEAR or 10-15 pounds over the course of five years from nutrient-weak, processed foods alone.*

**Here's what can happen when we add in some really GOOD stuff:**

- : **Add exercise** = 30% improvement in grades when students have daily exercise.
- : **Add two servings of fresh fruit and / or fresh vegetables per day** = weight loss or weight maintenance, reduced chances of developing chronic diseases over time.
- : **Add 15 minutes of sunshine per day** = improved mood, complexion, immunity, and sleep.
- : **Add muscle mass** = converting fat to muscle through exercise will make bodies strong, and will help our kids burn more calories when they are resting (they won't even know it!)

### **Holiday Policy**

At Englewood ECE, we acknowledge that holidays and celebrations are an important part of many lives, but are celebrated in different ways for different reasons. Our goal is to provide children with the opportunity to share what is important to their family and how they have celebrations without teachers directing or teaching about specific holidays. At the Englewood ECE program, we do not plan curriculum around holidays or formally celebrate any holidays. However, children spontaneously have conversations, draw, and engage in pretend play about holidays and topics that are important to the child and his/her family. These authentic discussions and actions are encouraged because they lead to lifelong lessons for adults and children.

At Englewood ECE, we seek out ways to celebrate the unique aspects of every family. Throughout the year, teachers provide opportunities for children to celebrate the many exciting things that happen in their young lives. We encourage you to talk with your classroom teachers to share the unique ways your family celebrates and to participate in the classroom celebrations throughout the year.

Family Events through the year include:

“Explore Preschool” – Celebration of the Start of School

“Pajama Night” – Celebration of Reading and Literacy

“Spring Fling” – Celebration of our Community

“End of the Year Celebrations” – Celebration of our year together

## Media Policy

Occasionally, children’s educational movies or G-rated movies, such as videos of the life cycle of an animal, or animated versions of the books that we are reading, may be viewed in the classrooms. These movies or media are only shown to enhance the curriculum and the child’s learning. Parent/guardian permission is obtained to allow children to watch planned videos or movies. If movies or videos are to be shown it will be reflected on the classroom weekly lesson plan. If you choose not to allow your child to watch the movie, alternate plans will be made. Similarly, music is used during the day for a variety of purposes. Permission will be obtained from parents or legal guardians allowing students to listen to children’s music.

## Toileting Policy

Bathrooms are accessible to children at all times. Children’s independence with toileting is encouraged. Staff will assist children with toilet training as needed. Diaper changing facilities are located in each bathroom. Children who wear diapers are checked on a regular basis. Toileting accidents are treated matter-of-factly. At least one change of clothes should be left at school in case of accidents. Soiled clothing will be sent home for laundering. Children are reminded to wash hands following toileting and diapering.

# Health

## The Golden Health Rule

We ask that all parents and staff follow the “Golden Health Rule”. Place yourself in the role of other parents: Would you want your child exposed? We encourage you to use your own judgment in sending your child to school. If children are deemed too ill to be at school, they will be sent home.

## Englewood ECE Illness Guidelines

**There are three primary reasons to keep sick children at home:**

1. The child does not feel well enough to participate comfortably in usual activities, (such as extreme signs of tiredness, unexplained irritability or persistent crying).

2. The child requires more care than program staff is able to provide, without affecting the health and safety of the other children.
3. The illness is on the list below of symptoms or illness for which exclusion is recommended:

<b>SYMPTOMS</b>	<b>Child Must Be at Home?</b>
<p><b>Diarrhea</b> Frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication</p>	<p><b>Yes</b> – if child looks or acts ill; if child has diarrhea with fever, behavior change, or vomiting; if child has diarrhea that is not contained in the diaper or the toilet</p>
<p><b>FEVER (with other symptoms or behavior change)</b> <u>Note:</u> Child should not come back to school until fever is completely resolved without the use of fever reducing medications and the child is back to normal behavior for 24 hours.</p>	<p><b>Yes</b> – if fever is accompanied by behavior changes or other symptoms of illness, such as rash, sore throat, vomiting, diarrhea, stiff neck, malaise, etc.</p>
<p><b>“FLU-LIKE” SYMPTOMS</b> Fever over <b>100°F</b> with a cough or sore throat. (Other flu symptoms can include fatigue, body aches, vomiting and diarrhea)</p>	<p><b>Yes</b> - for at least 24 hours after there is no longer a fever without the use of fever-reducing medicine</p>
<p><b>COUGHING</b> Children with mild cough do not need to be excluded. <u>Note:</u> Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment.</p>	<p><b>Yes</b> – if the child is experiencing severe, uncontrolled coughing or wheezing, having difficulty breathing, becomes red or blue in the face, or makes high-pitched whooping sounds after coughing - medical attention is necessary and the child must be excluded.</p>
<p><b>Mild RESPIRATORY OR COLD SYMPTOMS</b> Stuffy nose, sneezing, mild cough</p>	<p><b>No</b> – may attend if able to participate in school activities Child should stay at home if symptoms are severe. This includes fever accompanied by behavior changes and/or difficulty breathing.</p>
<p><b>RASH WITH FEVER</b> Body rash without fever or behavior changes often does not require exclusion from school. The school may request a note from a health-care provider to assist in determining if the rash is contagious.</p>	<p><b>Yes</b> – exclusion is necessary if the child has rash with behavior change, fever, joint pain, or if the rash is oozing or causes open wounds. Any rash that spreads quickly, has open, weeping wounds, and/or is not healing should be evaluated.</p>

<p><b>VOMITING</b> Two or more episodes of vomiting in the past 24 hours</p>	<p><b>Yes</b> – until vomiting resolves or a health care provider decides it is not contagious. Observe for other signs of illness and for dehydration.</p>
--	---

<b>ILLNESS</b>	<b>Child Must Be at Home?</b>
<p><b>Chicken Pox</b></p>	<p><b>Yes</b> - until blisters have dried and crusted (usually 6 days)</p>
<p><b>CONJUNCTIVITIS (pink eye)</b> pink color of eye <u>and</u> thick yellow/green discharge</p>	<p><b>Yes</b> – exclude until a health care provider evaluates the child and approves readmission. If antibiotic eye drops are prescribed, they need to be applied for 24 hours before the child can return to school. If your health provider decides not to treat your child, a note is needed</p>
<p><b>CROUP</b></p>	<p>Seek medical advice <u>Note:</u> May not need to be excluded unless child is not well enough to participate in usual activities</p>
<p><b>FIFTH’S DISEASE</b></p>	<p><b>No</b> - child is no longer contagious once rash appears</p>
<p><b>HAND FOOT AND MOUTH DISEASE</b> (Coxsackie virus)</p>	<p><b>No</b> - may attend if able to participate in usual activities, unless the child has mouth sores and is drooling</p>
<p><b>HEADLICE OR SCABIES</b></p>	<p><b>Yes</b> – until after the first treatment</p>
<p><b>HEPATITIS A</b></p>	<p><b>Yes</b> – until 1 week after onset of illness or jaundice and when able to participate in usual activities</p>
<p><b>HERPES</b></p>	<p><b>Yes</b> – if area is oozing and cannot be covered, such as mouth sores <u>Note:</u> Child does not need to stay home unless he/she is has open sores and is drooling excessively.</p>
<p><b>IMPETIGO</b></p>	<p><b>Yes</b> – for 24 hours after treatment starts</p>

<b>RINGWORM</b>	<b>Yes</b> – from end of school day until after first treatment starts. Keep area covered for the first 48 hrs of treatment
<b>ROSEOLA</b>	<b>Yes</b> – seek medical advice <u>Note</u> : A child with rash and no fever may return to school
<b>RSV</b> (Respiratory Syncytial Virus)	Exclusion is not necessary, but is recommended when a child is not well enough to participate in usual activities and/or is experiencing acute respiratory symptoms. Seek medical advice.
<b>STREP THROAT</b>	<b>Yes</b> - for 24 hours after start of treatment and the child is able to participate in usual activities
<b>VACCINE PREVENTABLE DISEASES</b> Measles, Mumps, Rubella, Pertussis	<b>Yes</b> – until determined not infectious by a health care provider
<b>YEAST INFECTIONS</b> Including thrush or candida diaper rash	<b>No</b> – may attend if able to participate in school activities Follow good hand washing and hygiene practices

**Illness**

There may be individual cases that do not fall perfectly within the illness guidelines. In these cases, the health assistant will discuss the case with our Children’s Hospital School Nurse Consultant in order to decide the best course of action for each child.

If your child becomes ill while at school, parents/guardians will be called. Parents/guardians must pick up sick children immediately. It is extremely important that your contact information is up to date with the school office at all times.

Parents/guardians will be notified when there is a contagious illness in your child’s classroom. Please notify the school if your child is exposed to or contracts a contagious illness. Keep in contact with the school health office regarding any health concerns.

Following any illness, your child needs to check in with the health office prior to entering the classroom. If your child rides the bus, please call the school health office (303-806-2522) before sending your child back to school.

## Immunizations/Physical/Dental

An **up to date immunization record**, a **current physical exam**, and a **current dental exam or screening are all required prior to the start of preschool for all children**. If your child's immunizations are not current, you will be required to provide an *in-process* immunization record from your child's doctor prior to beginning preschool, and will need to maintain your *catch up* appointments in order for your child to remain at school. Children who are not adequately vaccinated will be excluded from school if an outbreak of certain illnesses occurs. If dental concerns are found and additional dental work needs to be completed, the ECE Health Coordinator will follow up to ensure that this is done in a timely manner. Documentation of annual physical and dental exams are required on an annual basis. **Children with incomplete immunization records, and/or expired physical or dental examinations may be excluded from preschool until records are complete.**

Supporting the health and wellness of our community is a priority. Daily Tooth brushing occurs in all ECE classrooms as a part of our Wellness expectations, along with healthy meals and snacks. Additionally, we encourage family members to brush teeth with their child twice daily to model and promote oral health at home as well as at school.

*Please see Appendix C for more information regarding Immunization requirements.*

## Injuries and Accidents

If a child has a serious accident or injury at school, parents/guardians or emergency contacts will be called immediately. In the event of accidents or injuries, children are comforted and first aid is administered. School staff will make the determination if the situation requires a call to 911. Accident Reports will be written and shared with parents in the event of accidents or injuries that occur at school.

## Surgery or serious accident

If your child has surgery or has a serious accident, discharge and/or release papers from the hospital or clinic are necessary for return to school.

## Illness or minor accident

If you take your child to a health care provider for any sickness or accident, it is important for the school to have paperwork stating the reason for the visit and how the issue is being resolved. Please ask your health care provider for copies of paperwork so that you can bring them to school.

## Allergies and Health History

Please inform the front office and your child's teacher of any food or other allergies, and any health risks (asthma, seizures, etc.) If indicated, a Health Plan will need to be established to guide staff in the care of your child

## Medication

The school needs to know if your child is on antibiotics for any reason. Please bring a note from your health care provider stating the reason for needing the antibiotics as well as date the child can return to school.

### **Medications given at school**

Over the Counter Medications--For your child's safety, do not send any over-the-counter medications to school. Licensing prohibits the administration of any non-prescription medications (cough drops, fever/pain relievers, ointment, etc.) without a doctor's order. If over-the-counter medication must be taken during the school day, it must be brought to the school by a parent or guardian and delivered into the safekeeping of the health assistant, program director, teacher, nurse or secretary. The medication must be packaged in the original container and labeled with the child's name. Dosage must match the signed health care provider authorization.

School personnel will **not** administer over-the-counter medications without a written request signed by the parents or guardian **and** by the prescribing physician. This form must be signed and on file at the school before any medication can be given. All medication is stored in a locked container in the office and is only administered by designated, trained staff.

Prescription Medications - Prescription medications must come in a container labeled with the child's name, name of medicine, time medicine is to be given, dosage, date medicine is to be stopped and the licensed health care provider's name. Pharmacy name and phone number must also be included on the label.

Prescription medications will not be administered by school personnel without written permission signed by the parents or guardian and the physician/healthcare provider with prescribing authority. This form must be on file at the school before any medication can be given. **All medications will be stored in a locked container in the office and administered only by designated trained staff**, who have been trained in medication administration and have had these responsibilities delegated to them by the school nurse.

The procedures for storing and administering children's medicines and delegation of medication administration in compliance with Section 12-38-132, C.R.S., of "The Nurse Practice Act".

### **Lip Balm (like Chap Stick), Lotion, Hand soap**

If your child requires the use of lip balm (chap stick), lotion or personal hand soap in a preventative manner you may provide these for your child. Permission must be obtained from parents in writing and parents must provide these items. Items must be labeled with the child's

name and must be brought to the office. Children may not carry these items in their pockets or backpacks. If your child needs these items as a treatment for rashes or other diagnosed conditions, written permission from the physician/healthcare provider is required in order for it to be administered.

### **Sunscreen**

Please send your child with sunscreen daily. Permission must be obtained from parents in writing for staff members to reapply sunscreen, along with the parental preference for the school sunscreen or a personal sunscreen. Personal sunscreens must be provided by the parent and must be clearly labeled with their child's name.

## Child Abuse/Neglect – Reporting

Colorado Law requires that teachers and administrators report all cases of suspected child abuse to the county Department of Human Services immediately. This includes being under the influence of any substance that may impair an adult's judgment while on school property or caring for a child, including but not limited to alcohol, marijuana, prescription or over the counter pills, recreational drugs, etc. The educator's job is to only report, not to investigate or decide. Criminal penalties can and have been applied when educators do not follow this law by reporting suspected cases of abuse.

Parents or other adults may also make reports if abuse is suspected. They may notify Arapahoe County Department of Human Services at 303-636-1750. The Child Abuse and Neglect Hotline is 1-844-CO-4-KIDS.

## What to Bring and Wear

### Clothing

Children should be dressed in clothing that is suitable for active and sometimes messy play. We play outdoors every day, weather permitting, and this year, we will be spending even more time than usual outside. Please be aware of weather conditions and dress your child appropriately. **Labeling all outer clothing (mittens, hats, boots, coats) with your child's name is especially helpful.** If your child has toileting accidents, please send an extra change of clothing, including socks.

### Foot Wear

Children should be dressed in footwear that is suitable for active play. Heelys (roller shoes), high heels, or shoes that do not stay on children's feet are not permitted in preschool/childcare. Children will be sent home or parents/guardians may be called to bring in appropriate shoes.

## Personal Belongings

Children should not bring food (except breakfast or lunch), toys, money or medicine from home. This policy prevents hurt feelings and lost belongings.

## Toys

We request that your child leave personal toys at home. Children should not bring toys from home. Toys are easily damaged or lost and sharing can be a problem.

Sometimes during active play at preschool, small toys are put in pockets and then forgotten about for the rest of the day. Children at this age do not “steal” toys but occasionally may bring one home. If you find one of our toys at your home, we would appreciate its return.

## Backpack

We recommend sending your child with a backpack. Backpacks ensure that precious artwork, lesson plans and other important information make it home safely. Please label the inside of the backpack with your child’s name. All of the child’s belongings, including the backpack and coat will be placed in a marked bag outside the classroom to keep them separated from the belongings of other children.

Please make sure that your child brings his or her pencil box of school supplies (see below) daily.

## School Supplies

All school supplies will be provided by Englewood ECE. For the 2020-2021 school year, each child will receive a pencil box of supplies that includes safety scissors, non-toxic, washable markers, and other supplies that your child will need in the classroom and if we are required to close the school and revert to Remote Learning. Please make sure that your child has this pencil box in their backpack daily because they will be used daily at school.

If you would like to contribute supplies to a classroom, please ask the teacher for the items that he or she might need. Non toxic glue sticks, non toxic white glue, non-toxic, washable markers, and paper are always welcomed

# Child Guidance

Please see the appendix A for the full section of child guidance strategies.

The beginning years of any child’s life are critical for building the early foundation of learning, health and wellness needed for success in school and later in life. During these years, children’s brains are developing rapidly, influenced by the experiences, both positive and negative, that they share with their families, caregivers, teachers, peers, and in their communities. The purpose of discipline is to help the child satisfy his/her needs and desires in ways that are acceptable to the people around the child. Discipline is based on an understanding of each

child's individual needs and level of development. **Children are not spanked, shaken, humiliated or subjected to abusive language.** Discipline is not associated with food, sleep or toilet training. Observance of this Child Guidance policy by all participants in program activities (parents and staff) is expected.

At Englewood ECE, we partner with parents to teach children to manage their behavior along with teaching academic skills. Children will not be expelled or unenrolled from the program based on their behavior, and suspension is only used as a last resort in extraordinary circumstances where there is a determination of a serious safety threat that cannot otherwise be reduced or eliminated by the provision of reasonable modifications. In the event that a child's unsafe behavior does not change based on the strong social-emotional curriculum that is in place for all children, the child's family and ECE staff will partner to determine how to teach the child the skills that he or she needs to be socially successful in a preschool classroom. This may include an informal plan, changes in the classroom strategies, a formal behavior plan, consultation with mental health staff, consultation with special education staff, evaluation for an individual education plan, or referrals to community partners.

## Supervision of Children

Children must be signed in and signed out of preschool and childcare by their parent/guardian or authorized adult. Children riding the school bus are signed in upon arrival and signed out as they are boarding the school bus. Children are supervised at all times. Classroom attendance checks and child counts are made at the beginning of each day. Attendance checks and child counts are made throughout the day—especially before, during and after transitions. Attendance rosters and sign in sheets are taken with staff during emergency drills and on field trips.

Parents/guardians are responsible for the supervision of their children until they are signed in the classroom at the beginning of the day and are responsible for supervision once they have picked up their children. **Children should not be in the hallways unattended.** Families are reminded to closely supervise their children in the parking lots and when crossing the street to school.

Families are reminded that young children or babies **may not** be left in automobiles while dropping off or picking up preschool children.

### Emergency Child Care

In the event that a child is not picked up from school or the bus stop at the end of their preschool session, the parent will be charged a \$15 late fee, regardless of the amount of time the child spends in our care (5 minutes – 2 hours). Payment for such emergency child care is due to the main ECE office the next school day. Repeated events of children being picked up late or non-payment of fees may result in suspension or termination from preschool/childcare.

# Field Trips

Field trips, such as going to the Fire Station, grocery store, or Littleton Museum, are scheduled to enrich the educational program and supplement other class activities. Permission slips will be sent home for parent/guardian signature. Reminders will also be sent home prior to a field trip. Staff are responsible for ensuring appropriate supervision of children during field trips. Staff bring a copy of each child's emergency information and medical release form. Each class group will bring a first aid kit.

In case of a child arriving after their group has departed, remaining staff, if available, will care for the child. Otherwise the parent/guardian will be responsible for the child until their group returns.

***Note! All permission forms must be signed by a legal guardian.***

# Transportation

Bus Transportation is a service that is available only to children who are Englewood School District residents, who demonstrate a need for transportation. Transportation is provided by the District school buses. Child bus restraints are utilized for all preschool aged children transported. Specific schedules will vary. Standard pick up locations are at the district Elementary Schools. Schedules will be available in the ECE office. With the exception of students receiving special education services, transportation requests will not be accepted after May 1<sup>st</sup>. In order to keep the bus running on schedule, please follow these rules:

1. Have your child ready and waiting at their designated pick up site 10 minutes prior to the designated pick up time. Children must be supervised by an adult at the bus stop. Parents are advised to arrive early when children are dropped off by the school bus.
2. Each child must be met by an authorized adult, with picture ID, when dropped off from the bus at the end of the preschool day. If no authorized adult is present when the bus arrives, the child will be returned to preschool. Children must be picked up as soon as possible. See Emergency Child Care section below.
3. Late charges will be assessed when children are not picked up from the bus.
4. Please call **transportation (303-806-2097)** if your child will not be riding the bus on a scheduled day. The Transportation officials may terminate services after three (3) unexcused absences or after repeated incidence of children not being picked up by an adult at their designed bus stop.

# Extreme Weather

Children and staff are expected to participate fully in the program when they are here. This includes going outdoors in cold weather for brief exercise and fresh air. We do not go outdoors in severe weather, including extreme heat and cold, or when it is raining. Our general guideline is if the air temperature outside is less than 32 degrees Fahrenheit, if there is extreme heat, or if storm conditions exist, we stay inside. Children will be allowed to remain indoors when a medical excusal is provided, Water and sunscreen will be available as conditions warrant.

Children are encouraged to wear sunscreen daily and hats when conditions are sunny and hot. Children should have insulated coats or jackets, heavy pants or tights, socks, boots, hats and mittens when weather is cold.

## Snow or Inclement Weather Closure

In the event of severe weather, the Superintendent may find it necessary to cancel school. Announcements are typically made by 6:30 a.m. on Englewood Schools' Website, radio and TV. Englewood School District snow closures apply to all preschool and child care services. In the event that the Englewood School District is closed, all ECE classes, part-day and full-day will be cancelled.

If the Englewood School District is on a "late start" schedule, part-day preschool sessions and before school care will be canceled. Full day preschool will follow a 'late start' schedule. The full-day classes will be open by 10 a.m.

# School and Family Partnership

## Parent/Family Involvement

Parents/guardians and adult family members are invited to visit the school at any time and to contribute to the activities of the Program at whatever level they feel comfortable. They may choose to:

- observe or participate in the classroom any time
- share a talent or interesting object with the children
- attend classroom and school events
- volunteer to provide classroom or office support
- become a Bee-Keeper (male role models)
- attend parent information and education activities
- help with special class or school projects
- participate in field trips

Create or donate materials that could be used in the classroom

volunteer to be a family representative on the Preschool Advisory Council or Head Start Policy Committee, PBIS Leadership Team, the Wellness Committee, or the District Advisory Council

Participate in the grandparents' group

The principal welcomes feedback and ideas. She can be reached in person, by telephone at 303 806-2521, or by email at [Leigh\\_Pytlinski@engschools.net](mailto:Leigh_Pytlinski@engschools.net)

During the 2021-2022 school year, the Preschool Advisory Council and Head Start Policy Committee will meet on the second Thursday of each month from 5pm - 6:30pm. All are welcome.

## Family Services

A Family Service staff member, school psychologist, and/or the Principal is available to talk with you if you would like help with understanding child behavior, family problems, information about community resources, or referral to other agencies. Discussions on child development and parenting are scheduled throughout the year.

## Communication

Information will be sent home on a weekly basis to keep families informed of all class and program activities. Classrooms are open and classroom staff is available for the first 15 minutes & the last 15 minutes of each preschool session, to allow parents/guardians the opportunity to talk with teachers and other families. Parents/guardians should also feel free to call or email their child's teacher, or any program staff member, at any time.

To ensure ease of access, all information related to school and parent programs, meetings, and other activities shall be available to parents in a variety of methods including the possibility of district and school websites, school marquee, meeting minutes, email, newsletters, flyers, and personalized communication.

### **Communication in Multiple Languages**

To the extent possible, communication will be presented in a language that parents can understand and share their thoughts. Parentsquare will be used for newsletters, school and district communication, family resources and, when appropriate, individual communication with families. The [Parentsquare](#) app automatically translates back-and forth communication into the language used on the recipient's smartphone or email, thereby facilitating effective communication among people who speak and understand different languages. In addition, live interpreters are available for telephone communication, parent teacher conferences, family events, and IEP meetings.

## Confidentiality

Confidentiality of student and family information is maintained at all times. Information regarding students or families will not be shared with other families. Please be aware that information may be shared with appropriate authorities if needed, including Licensing, Tri-County Health (Immunizations or communicable disease information), Department of Social Services and Police Departments. Upon completion of the ECE Program, transition information; including health, cumulative file and kindergarten screening information, will be transferred to receiving Englewood Elementary Schools. Classroom staff, preschool teachers, family service & special education staff, have access to student health and cumulative files. Health personnel, school nurse and health assistant have access to health files. Special Education staff and classroom staff have access to special education records. Additionally, the Director of ECE, Child Find, and School Secretary have access to all records.

## Home Visits

It is important that home and school need to work together as closely as possible. There is not a “home” child or a “school” child, but rather one child whose well-being is the concern of both family and teacher. Accordingly, parents/guardians and teachers must share experiences that they feel are in the best interest of the child. Teachers will make individual arrangements with each family to share information about the child and to become familiar with the classroom..

## Transitions

The intentional transition from home to school begins with the initial screening observation and family interview that allow for an ideal classroom placement. Our program collaborates with families to implement strategies and activities that support successful transitions into preschool including Home Visit meetings with each family and a Welcome to Preschool Family event.

Families are supported during their child’s transition to kindergarten by learning about their child’s developmental progress and learning style throughout the year. Englewood ECE will empower families to make an educated choice about the best elementary school for their child by hosting information events about the elementary options in Englewood, and offering opportunities for families to meet the leadership and kindergarten teams from each elementary school. At the end of the school year, ECE staff will share information and work samples with each child’s Englewood kindergarten team so that each school is prepared to meet the needs of the students who are enrolled in their kindergarten program.

## Parent/Family Conferences

Family-teacher conferences are an important part of our program. Formal parent/teacher conferences are scheduled 2 times a year (October and March) for children enrolled in preschool. Parents/guardians or the teacher may request an additional conference if needed, at any time. If a child is having special problems at school, or something unusual happens at school, the parent(s) will be notified.

## Visitors - COVID 19 practice

*This practice is subject to change based on local public health orders (current August 1, 2021).*

Lawful visitors are welcome at Englewood ECE at this time, as long as they are properly masked (nose and mouth covered), have no symptoms of COVID-19, and have not been exposed to anyone with COVID-19 in the past 10 days.

All visitors are required to sign in at the front desk, provide a government issued identification to be scanned by the Raptor software, and wear a visible visitor badge at all times.

For security purposes, Englewood ECE staff maintain the right to prevent access to a visitor at any time. Visitors may include family members or authorized adults dropping off or collecting children, family members/ guardians involved in Englewood ECE activities and/or personnel visiting Englewood ECE for business reasons. A member of staff will accompany visitors at all

times while in the building and at no time will a visitor be left alone with a child . Parents and authorized adults are able to drop off and pick up children without being accompanied.

# Emergencies

## Lost Child

Children are supervised at all times with attendance checks and child counts are conducted periodically throughout the day--especially before, during and following transitions. In the event that a child is discovered missing, the Director or Site Supervisor will be notified. An organized search of the premises will be implemented immediately and the police will be notified.

## Emergency Drills

Emergency drills, including fire, tornado, lockdown and evacuation are held on a regular basis to acquaint staff and children on procedures to follow in the event of a disaster such as a tornado or fire. It is our philosophy that preschoolers should always feel safe at school, so the staff only share as much information as necessary without scaring the students eg "for this drill, we are going to practice going outside".

## Emergency Procedures

At the time of admission, parents or guardians must provide telephone numbers of the child's physician or other appropriate health care professional and numbers where the parent or guardian and at least one other responsible adult can typically be reached in the event of an accident, illness, or other emergency. Written authority must be provided for ECE to arrange for medical care in the event of an emergency. This information must be on file the first day a child attends the center. When accidents, injuries, or illnesses occur, the director or responsible adult in charge must notify the parent or guardian of the child and if necessary call the physician or medical facility as instructed in writing by the parent or guardian.

For every thirty (30) or fewer children in attendance, there must be at least one (1) staff member on duty who holds a current department-approved first aid and safety certificate (including CPR for all ages of children) and is responsible for administering First Aid and CPR to children. Such individuals must be with the children at all times when the center is in operation. If children are at different locations, there must be a First Aid and CPR qualified staff member at each location. Portable First Aid kits must be available to staff at all times, including field trips, and must be located out of reach of children and maintained in a sanitary condition. First aid kits must be checked and restocked on at least a monthly basis.

In the event of an emergency in which the students are evacuated from the building, parents/guardians or their designee will be reunited with the student at Englewood High School TEC Campus (3800 S Logan St., Englewood). If the high school is not deemed as a safe place for reunification, the students will be transported to the Englewood Recreation Center (1155 W Oxford Ave, Englewood). Parents or authorized adults will need their picture ID in order to pick their child up following an evacuation.

# School Information and Data

Family Survey Data, Assessment Data, Program Goals and Quality Improvement Plan can be found at the Englewood ECE Website: <https://ece.inglewoodschools.net/>

## If You Have a Concern

Any time a parent/guardian is dissatisfied or concerned with the service received at the school, he/she should first discuss the problem with the child's teacher. If additional support is needed, please contact a Family Services Liaison.

If the parent/guardian is dissatisfied with the efforts to resolve an issue, the concern should be shared with the Director of the Early Childhood Program. Every effort will be made to resolve the matter promptly.

Complaints about the preschool or childcare can be made by contacting the Colorado Department of Human Services, Division of Child Care at 1575 Sherman St., Denver, CO 80203 or by calling 303-866-59

# Appendix A

## Child Guidance Strategies

**Child Guidance:** The purpose of discipline is to help the child satisfy his/her needs and desires in ways that are acceptable to the people around them. Discipline is based on an understanding of each child's needs and level of development. Discipline is not associated with food, napping or toileting. A focus of positive child guidance is to teach children to solve their problems. All classrooms utilize High Scope's 6 steps to conflict resolution and follow the ECE CARES Model, University of Colorado Denver, and the Preschool Teaching Pyramid.

The CARES Model, University of Colorado Denver, helps educators and families respond constructively to the complex influences on young children's lives, promote children's emotional well-being, reduce disruptive behavior, and enhance children's social competence.

Evidence-based practices to enhance social competence and school readiness and reduce behavior problems in young children form the core of the CARES Model:

### Caring, cooperative, and safe environment

- Create positive, child-centered, supportive environments which meet the emotional needs of children
- Develop physical and emotional environments which promote safety, trust, and cooperation

### Assertiveness (self esteem, initiative, and mastery skills)

- Offer experiences which promote a sense of competence, motivation and age-appropriate independence.

### Relationship skills

- Teach children social skills to form positive relationships with adults and peers

### Emotional regulation

- Enhance children's ability to label and express emotions appropriately
- Practice stress reduction and tension relief activities

### Self control

- Teach conflict resolution strategies
- Practice anger management and alternatives to aggression

## **ECE at Maddox Safety Rules**

1. **We keep ourselves safe**
2. **We keep others safe**
3. **We keep our things safe**

Teaching Pyramid Resource for families:  
Check out the following resource for some  
great ideas and strategies.

<http://csefel.vanderbilt.edu/resources/family.html>

## **High Scope 6 Steps to Conflict Resolution**

1. Approach calmly, stopping any hurtful actions

Place yourself between the children, on their level

Use a calm voice and gentle touch

Remain neutral rather than take sides

1. Acknowledge children's feelings

"You look really upset."

Let children know you need to hold any object in question.

1. Gather information

"What's the problem?"

1. Restate the problem

"So the problem is . . . "

1. Ask for ideas for solutions and choose one together

"What can we do to solve this problem?"

Encourage children to think of a solution.

1. Be prepared to give follow-up support

"You solved the problem."

Stay near the children



# Appendix B

## Health Guidelines

### There are three reasons to keep sick children at home:

1. The child does not feel well enough to participate comfortably in usual activities, (such as extreme signs of tiredness, unexplained irritability or persistent crying).
2. The child requires more care than program staff is able to provide, without affecting the health and safety of the other children.
3. The illness is on the list below of symptoms or illness for which exclusion is recommended.

### The best way to prevent the spread of infection is through good hand washing!

Use the following chart to determine if your child should be kept at home:

SYMPTOMS	Child Must Be at Home?
<p><b>Diarrhea</b> Frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication</p>	<p><b>Yes</b> – if child looks or acts ill; if child has diarrhea with fever, behavior change, or vomiting; if child has diarrhea that is not contained in the diaper or the toilet</p>
<p><b>FEVER (with other symptoms or behavior change)</b> <u>Note:</u> Child should not come back to school until fever is completely resolved without the use of fever reducing medications and the child is back to normal behavior for 24 hours.</p>	<p><b>Yes</b> – if fever is accompanied by behavior changes or other symptoms of illness, such as rash, sore throat, vomiting, diarrhea, stiff neck, malaise, etc.</p>
<p><b>“FLU-LIKE” SYMPTOMS</b> Fever over 100°F with a cough or sore throat. (Other flu symptoms can include fatigue, body aches, vomiting and diarrhea)</p>	<p><b>Yes</b> - for at least 24 hours after there is no longer a fever without the use of fever-reducing medicine</p>
<p><b>COUGHING</b> Children with mild cough do not need to be excluded. <u>Note:</u> Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment.</p>	<p><b>Yes</b> – if the child is experiencing severe, uncontrolled coughing or wheezing, having difficulty breathing, becomes red or blue in the face, or makes high-pitched whooping sounds after coughing - medical attention is necessary and the child must be excluded.</p>

<p><b>Mild RESPIRATORY OR COLD SYMPTOMS</b> Stuffy nose, sneezing, mild cough</p>	<p><b>No</b> – may attend if able to participate in school activities <i>Child should stay at home if symptoms are severe. This includes fever accompanied by behavior changes and/or difficulty breathing.</i></p>
<p><b>RASH WITH FEVER</b> <u>Note:</u> Body rash without fever or behavior changes often does not require exclusion from school. <u>Note:</u> The school may request a note from a health-care provider to assist in determining if the rash is contagious.</p>	<p><b>Yes</b> – exclusion is necessary if the child has a rash with behavior change, fever, joint pain, or if the rash is oozing or causes open wounds. Any rash that spreads quickly, has open, weeping wounds, and/or is not healing should be evaluated.</p>
<p><b>VOMITING</b> Two or more episodes of vomiting in the past 24 hours</p>	<p><b>Yes</b> – until vomiting resolves or a health care provider decides it is not contagious. Observe for other signs of illness and for dehydration.</p>

<b>ILLNESS</b>	<b>Child Must Be at Home?</b>
<p><b>Chicken Pox</b></p>	<p><b>Yes</b> - until blisters have dried and crusted (usually 6 days)</p>
<p><b>CONJUNCTIVITIS (pink eye)</b> pink color of eye <b>and</b> thick yellow/green discharge</p>	<p><b>Yes</b> – exclude until a health care provider evaluates the child and approves readmission. If antibiotic eye drops are prescribed, they need to be applied for 24 hours before the child can return to school. If your health provider decides not to treat your child, a note is needed</p>
<p><b>CROUP</b></p>	<p>Seek medical advice <u>Note:</u> May not need to be excluded unless child is not well enough to participate in usual activities</p>

<b>FIFTH'S DISEASE</b>	<b>No</b> - child is no longer contagious once rash appears
<b>HAND FOOT AND MOUTH DISEASE</b> (Coxsackie virus)	<b>No</b> - may attend if able to participate in usual activities, unless the child has mouth sores and is drooling
<b>HEADLICE OR SCABIES</b>	Yes – until after the first treatment
<b>HEPATITIS A</b>	<b>Yes</b> – until 1 week after onset of illness or jaundice and when able to participate in usual activities
<b>HERPES</b>	<b>Yes</b> – if area is oozing and cannot be covered, such as mouth sores <u>Note:</u> Child does not need to stay home unless he/she is has open sores and is drooling excessively.
<b>IMPETIGO</b>	<b>Yes</b> – for 24 hours after treatment starts
<b>RINGWORM</b>	<b>Yes</b> – from end of school day until after first treatment starts. Keep area covered for the first 48 hrs of treatment
<b>ROSEOLA</b>	<b>Yes</b> – seek medical advice <u>Note:</u> A child with rash and no fever may return to school
<b>RSV</b> (Respiratory Syncytial Virus)	Exclusion is not necessary, but is recommended when a child is not well enough to participate in usual activities and/or is experiencing acute respiratory symptoms. Seek medical advice.
<b>STREP THROAT</b>	<b>Yes</b> - for 24 hours after start of treatment and the child is able to participate in usual activities

<p><b>VACCINE PREVENTABLE DISEASES</b> Measles, Mumps, Rubella, Pertussis</p>	<p><b>Yes</b> – until determined not infectious by a health care provider</p>
<p><b>YEAST INFECTIONS</b> Including thrush or candida diaper rash</p>	<p><b>No</b> – may attend if able to participate in school activities</p> <p>Follow good hand washing and hygiene practices</p>

**References**

- American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. 2011. Caring for our children: National health and safety performance standards; Guidelines for early care and education programs. 3rd edition. Elk Grove Village, IL.
- American Academy of Pediatrics, *Managing Infectious Diseases in Child Care and Schools*, Elk Grove Village, IL 2009.
- Children’s Hospital Colorado, School Health Program, *Illness Policy – How sick is too sick? When to Keep Your Child at Home*, Aurora, CO., October 2011
- Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, *Infectious Disease in Child Care Settings: Guidelines for Schools and Child Care Providers*, Denver, CO., November 2012.

Adapted in June 2013 from Children’s Hospital Colorado School Health Program’s *Illness Policy –How Sick is Too Sick? When to Keep your Child at Home*. June 2013

# Appendix C

Englewood Schools' Wellness Policy

## Healthy Celebration Strategies and Ideas

Here's what you and your student may be experiencing during the school year as the class celebrates birthdays, holidays, achievements, and more! These are just **sample ideas**; your child's classroom teacher will share her or his approach to celebrations with you as these occasions arise.

: **Active Celebrations:** students have a choice to bring in a (healthy) treat or have additional recess or play time! See the lists on the following pages for ideas on how you can help make your student's celebrations fun, healthy, and active.

: **One celebration per month for all birthdays:** classrooms will certainly recognize students on their actual birthday, but food will only be provided on the designated Celebration Day once per month (for example, all September birthdays may have a food celebration on September 15<sup>th</sup>.)

: **A list of refreshments needed for the party that is hyped on healthy!** You may be contacted by your students' classroom teacher with a request to provide a healthy snack or even a game for the party. See the sample refreshment sign-up sheet contained within this guide.

## Englewood School District Wellness Policy: Classroom Celebrations and Non-Food Rewards

The Englewood Schools Wellness Policy supports healthy classroom celebration and reward strategies as follows:

### Wellness Policy B.2.d:

School staff will avoid using food or beverages as a discipline for students.

### Wellness Policy B.2.e:

School staff will not use food or beverages as rewards for academic performance or good behavior, except for students who require special accommodations. The District will disseminate a list of non-food reward ideas to staff annually.

Wellness Policy B.2.h:

Classroom celebrations, whether for birthdays, holidays, or other, will follow the guidelines below:

- i. At least 50% of the celebration time must include a physical activity such as additional recess or creative playtime.
- ii. Celebrations that involve only physical activity are highly encouraged. In the case of birthdays, students may be given a choice to provide snacks or to have an activity-only celebration.
- iii. Monthly birthday parties, as opposed to individual birthday parties, are highly encouraged.
- iv. Any food provided, whether by staff, parents, or an outside organization, must meet the Englewood School District Nutrition Parameters for meals or for foods sold individually.
- v. Only water may be provided as a beverage during any classroom celebration.
- vi. The District will disseminate a list of healthy snack ideas and sample party refreshment sign up sheet to staff and parents annually.

**Non-Food Rewards and Active Celebrations Ideas**

Here's how your student may be enjoying his or her next birthday or recognition of achievement! Note that this is only a sample listing.

<p><i>Active Parties</i></p> <p>Play indoor games of a student's choosing Engage the students in an art project Turn on music and have a dance party Scavenger Hunt Set up craft stations around the room (ask parents to donate pencils, glue, stickers, popsicle sticks, etc.)</p> <p><i>Rewards and Privileges</i></p> <p>Take a walk around the school with the teacher or principal Play games outside / extra recess Make deliveries to the office Teach class Sit by friends Eat lunch with the teacher or principal Private lunch in the classroom with a friend Certificates Fun video</p>	<p><b>Healthy Snacks for Parties or Celebrations</b></p> <p><u>Vegetables</u></p> <p>Carrots Celery Sugar Snap Peas Edamame (soybean pods) Cucumber Jicama Cherry Tomatoes Broccoli Cauliflower Sweet bell peppers String Beans Pumpkin Purée</p> <p><u>Low-fat Dairy</u></p> <p>Non-fat or 1% white milk String or sliced cheese Low fat, low sugar yogurt Low fat or fat free pudding</p> <p><u>Grains</u></p>
---	--

<p>Show and Tell  Trip to the Treasure Box  Stickers, pencils, and bookmarks  Listen with a headset to a book on CD  Earn play money for privileges  Five min chat break at the end of class  Extra credit  Brain Breaks  Computer time  Eat lunch or have class outside  Read outdoors  Read to a younger class  Free choice time at the end of the day  Select a paperback book  Receive a “mystery pack” filled with stickers, pencils, etc.  Designing a hall or bulletin board  Be the first in line  Reading the school-wide morning announcements  Use the beanbag chair or other favorite spot for the day</p> <p><i>Recognition</i>  Phone parents to tell them about the student’s achievement  Send a note home commending the student  “Caught Ya Bein’ Good” coupons / stickers  Photo recognition board in a prominent section of the school  Recognize the student’s achievement on the morning announcements or website</p>	<p>Low fat Pretzels  Low fat Popcorn  Whole grain crackers  Cereal mix/trail mix (low sugar cereals, no nuts)  Animal crackers  Graham crackers  Whole grain tortillas  Baked tortilla chips with salsa, guacamole, low fat bean dip  Whole wheat pita bread with hummus  Low fat, low sugar granola bars</p> <p><u>Fruits</u>  Clementines (Cuties)  Fruit kabobs  Banana halves  Applesauce cups (no sugar added)  Apples  Fruit salad  Pears  Fruit cups canned in own juice, not syrup  Oranges  Dried fruits (raisins, cranberries, apricots, low fat banana chips)  Grapes  100% fruit leather/roll-ups (no added sugar)  Melon  Strawberries  Kiwi  Plum  Apricots  Mango slices</p>
---	---

Other

Mix any of the above food groups such as

Apple slices with cheese

Fruit and cheese kabobs

Turkey and cheese roll-up in whole grain tortilla

Angel food cake with fresh fruit topping

Whole grain crackers with cheese

Fresh fruit with yogurt dip

Vegetable tray with low-fat dip or hummus

Celery with sun butter or cream cheese

## Cost Estimator and Shopping Guide

*“But healthy food is too expensive, and the economy is tough right now.” **Think again!***

Processed Snack	Fresh Snack
Famous Amos Chocolate Chip Cookies \$0.66 / single pack	Dole Mandarin Orange Fruit Cups \$0.46 / individual cup
Frito Lay Cheetos, Fritos, Doritos \$0.23 / single pack	Bananas \$0.12 / banana
Pepperidge Farm Goldfish \$0.33 / single pack	Clementines (Cuties) \$0.31 / clementine
M&M Milk Chocolate Candy \$0.45 / single pack	Bunch of Seedless Grapes \$0.41 / serving
King Sooper’s Bakery Sugar Cookies \$0.50 / cookie	Baby Carrots \$0.50 / individual pack
<b>Total: \$2.17</b> , plus the cost of sugar spikes and crashes, additional fat, cholesterol, and sodium, and a missed opportunity to provide essential nutrients critical for growing bodies and minds.	<b>Total: \$1.80</b> , plus extra vitamins, fiber, nutrients, and clean energy; an opportunity to inspire the taste buds of an entire generation; and the building blocks of strong bodies, capable of fighting disease.